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6 FEB 1964

MEMORANDUM FOR: Director, Office of Logistics

THROUGH : Deputy Director (Support)

13 FEB 1964

25X1A

SUBJECT : Fiscal Year 1964 Financial Plan

REFERENCE : (a) Memo for Compt. dtd 10 September 1963 from Dir./Logistics, Subject: Request for additional Allocation of funds for FY 1964.

(b) Memo for Deputy Directors, Chiefs of Offices, Staffs and Operating Divisions, Subject: Call for Revised FY 1964 and FY 1965 Budget Estimates

25X1A1A 1. The initial Fiscal Year 1964 Operating Budget allowance for the Office of Logistics was in the amount of [] Of this allowance, \$118,000, representing approximately one-half of the amount contained in the Fiscal Year 1964 Congressional Budget for operating the [] was deferred.

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25X1A1A 2. In reference (a) you requested additional funds amounting to [] for the Logistics Services Division. The attachment to reference (b) provided a revised FY 1964 budget allowance of [] an increase of \$600,000 over the initial allowance. Of this increase, \$500,000 was in response to reference (a) and \$100,000 was intended to cover the contract for interior decorating consulting services and for improvements in the Executive Suite.

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3. In response to reference (b) you have submitted a revised financial plan. The following table compares your initial financial plan and your revised financial plan:

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Director and Staffs
Logistics Services Division
Printing Services Division
Procurement Division
Real Estate & Construction Div.
Administrative Stock Account
Supply Division
Transportation Division
Total

10 REV DATE 23-2-82

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SUBJECT: Fiscal Year 1964 Financial Plan

4. Although not consistent with your request in reference (a), we concur in the revisions reflected above, subject to the following:

a. Printing Services: No additional funds had been provided to the Printing Services Division on the assumption that the recent review would permit significant reductions in the rate of obligations. We had expected that funds which you have provided above to the Printing Services Division would be applied instead to meet the cash requirements of the Logistics Services Division. Any requests for additional funds for the Logistics Services Division must consider reductions in the Printing Services Division.

(1) b. Supplies and Equipment: It appears that your plan does not provide adequately for property, especially for administrative stock. At current rates, issues of property to Logistics' accounts in FY 1964 will exceed your plan by about \$1,000,000. Of this excess, \$900,000 appears attributable to the administrative stock account. Administrative stock is being issued at a rate above that of FY 1963, which was a high year. We are advised that some of the projected issues are reissues or other transactions which appropriately may be covered by unfunded authority. Nevertheless, we believe particular attention to this activity is warranted. We understand that informal studies are being made with a view to identifying (a) consumers and the nature of the consumption, (b) high cost or specialty items which perhaps more properly should be charged to other offices, and (c) increases in issues which have resulted from increases in personnel in the departmental area. We would like to see the results of these studies, your proposed actions thereon, and steps taken during the first half of FY 1964 to affect economies in these accounts, prior to the consideration of any request for additional funding, or for unfunded authority, for property in FY 1964. You are reminded that Agency policy requires a most careful attention be given to property requisitions not fully justified.

5. Unless otherwise advised, your revised plan will be considered by this office as your total FY 1964 funding authorization, subject to our comments in 4a above.

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John M. Clarke
Director of Budget,
Program Analysis and

Manpower

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